

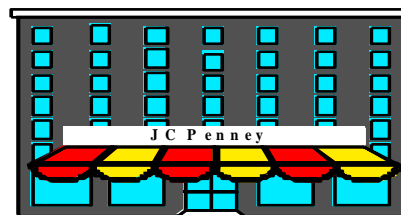
# **PROVIDER INFORMATION**

**Provider Search**

**Adding a Non-Licensed Provider**

**General Provider Details**

## PROVIDER SEARCH/MATCHING



PI-02

- Search by provider name or match client needs with providers by entering criteria
- Match is based on type of provider needed and profile of the client
- All licensed foster family homes, adoptive homes, day care centers and agency/facilities are included in provider index for search or matching
- Will allow greater access to providers throughout the state and more detailed provider information

## PROS - Provider Search

```
CAFSPROS                PROVIDER SEARCH                07/06/2016    10:48
USER ID : C74142SW
PROV NO : 0001054 000    PROV NAME: FINKLE FOSTER HOME
                        FACIL NAME: FINKLE FOSTER HOME

PLEASE ENTER ALL OR A PORTION OF THE PROVIDER'S NAME

PROVIDER NAME : gotcha_
OR
PROVIDER NUMBER :
OR
FEDERAL TAX ID NUMBER :

PATH:
```

- This screen provides a means for locating providers who have been entered into the system
  - This includes Day Care, Foster Families, Adoptive Families and Agencies and Facilities like group homes
  - For facilities, search on the facility name in the PROVIDER NAME field; for 'family-type' providers, type the Last name in the PROVIDER NAME field (or for common last names, can search on last name followed by first initial: Smith J)
- You can search for a specific provider by entering one of the following criteria
  - PROVIDER NUMBER
  - FACILITY NUMBER, which also includes the PROVIDER NUMBER
  - First two or three characters of the providers LAST NAME
  - Federal Tax ID Number
- The more search criteria that you have the more limited your search will be
- The system will take you to PROL (Provider List) screen after performing a search
- Be thorough in your search in order to avoid entering duplicate providers into the system

## PROL - Provider List

```

CAFSROL                      PROVIDER LIST                      07/06/2016    10:46
USER ID : C74142SW                      PAGE NO: 2
PROV NO : 0001054 000          PROV NAME: FINKLE FOSTER HOME

DISPLAY A=ACTIVE OR B=BOTH(ACTIVE AND INACTIVE LICENSES: B
TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY
SEL PROV-NO LOC  PROVIDER NAME                      TYP COUNTY
- 0001074 009 GFC9                      A 032 MISSOULA
- 0001074      GFHM                      A 025 LEWIS & CLARK
- 0001074 001 GFHM                      A 025 LEWIS & CLARK
- 0001012 002 GH                      A 025 LEWIS & CLARK
- 0001071      GOLDEN FOSTER HOME        P 025 LEWIS & CLARK
- 0001071      GOLDEN FOSTER HOME        W 025 LEWIS & CLARK
- 0001071 001 GOLDEN FOSTER HOME        F 025 LEWIS & CLARK
- 0001071      GOLDENFH                  A 025 LEWIS & CLARK
- 0001071 001 GOLDENFH                  A 025 LEWIS & CLARK
- 0001055      GOTCHA FOSTER HOME        P 025 LEWIS & CLARK
- 0001055      GOTCHA FOSTER HOME        W 025 LEWIS & CLARK
- 0001055 001 GOTCHA FOSTER HOME        F 025 LEWIS & CLARK
- 0001055      GOTCHAFH                  A 025 LEWIS & CLARK
- 0001055 001 GOTCHAFH                  A 025 LEWIS & CLARK
- 0001074      GRIFFIN FOSTER HOME        P 025 LEWIS & CLARK

                                PATH: _
  
```

Defaults to **B**oth (Active and Inactive). Change to **A**ctive.

- This screen will display all matches to the search criteria entered on PROS (Provider Search)
- Providers may have multiple rows, partially due to the TYP field. These are the values you may see for name type:

<b>P</b>	Provider
<b>F</b>	Facility
<b>A</b>	Abbreviated
<b>X</b>	Extra (like an alias, but for a provider)
<b>W</b>	Warrant (like for the provider's check/warrant)
<b>C</b>	CCUBS (Child Care system)

- You can SELECT, INQUIRE or MODIFY an individual provider on this screen
- You may select a provider and use the fast PATH to access further information
- You may choose to select providers who only have active licenses or providers who have both active and inactive licenses
- To add a provider after a provider search has been completed, press F11
  - PROE (Provider Entry) will be displayed

## PIGD - Provider Information (General) Detail

```
CAFSPIGD      PROVIDER INFORMATION (GENERAL) DETAIL      07/06/2016 09:28
USER ID: C74150A      PAGE: 001
PROV NO: 0001057 001      PROV NAME: JESTER FOSTER HOME
FACIL NAME: JESTER FOSTER HOME      ABRV NAME: JESTERFH
ADDRESS      LINE1: 890 JOLLY ST      PHONE #:
              LINE2:
              CITY : HELENA      STATE: MT      ZIP: 59601
PROVIDER CONTACT NAME: JESTER, JENNIFER
ACTIVE LICENSES      STS      ASSIGNED WORKER      AVAILABLE SERVICES
                                                    SCALL CLOTHING ALLOWANCE
                                                    SDALL DIAPER ALLOWANCE
                                                    SRESP RESPITE
                                                    STRNE TRANSPORTATION FOR ED
                                                    STRNS TRANSPORTATION
                                                    STRNX TRANSPORTATION
YFH YOUTH FOSTER H      REG      C74145FS SMITHERS, SUSAN      PFRS1 FOSTER FAMILY-ROOM&B

HIGHLIGHTED SERVICES ARE NOT ASSOCIATED WITH A FACILITY TYPE      PATH: _
```

- This screen displays general information about a provider/facility in the CAPS system
- Information will be displayed for ACTIVE LICENSES only and for those services not associated with a specific license
- Information displayed includes the following:
  - Address
  - Provider contact information
  - Facility type and license status
  - Assigned licensing worker
  - Services provider/facility can provide

## FSPL – Facility Services Provided List

```

CAFSFSPL          FACILITY SERVICES PROVIDED LIST          07/08/2016    16:36
USER ID : C81285   MODIFY                                PAGE NO: 001 MORE
PROV NO : 0001054  001    PROV NAME: FINKLE FOSTER HOME
                        FACIL NAME: FINKLE FOSTER HOME

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE

SEL SVC  DESCRIPTION      RATE    UNT   AGE   EFFECTIVE   END   FAC  CON
        DESCRIPTION      RATE    TYP   RANGE  DATE       DATE  TYP  IND
-  SUPAD  UNDERPAID ADOP          DAY    -    01/01/2012  99/99/9999  ADP  P
-  SUPAA  UNDERPAYMENT A          DAY    -    01/01/2012  99/99/9999  ADP  P
-  STRNX  TRANSPORTATION    3.13   DAY    -    01/01/2012  99/99/9999          P
-  STRNS  TRANSPORTATION    87.50  MTH    -    01/01/2012  99/99/9999          P
-  STRNE  TRANSPORTATION          DAY    -    01/01/2012  99/99/9999          P
-  SSPAW  SPAW MEETINGS          -    01/01/2015  99/99/9999          N
-  SRESP  RESPITE          4.00   HOR    -    01/01/2012  99/99/9999          P
-  SNAAF  ADOPTION COSTS          -    01/01/2012  99/99/9999  ADP  N
-  SDALL  DIAPER ALLOWAN    1.32   DAY    0 - 2  01/01/2012  99/99/9999          P
-  SCRTC  COURT COSTS -          -    01/01/2014  99/99/9999          N
-  SCOUN  COUNSELING          HOR    -    01/01/2012  99/99/9999          N
-  SCMFA  CASE MANAGEMEN          MTH    -    01/01/2012  99/99/9999          P
-  SCDTX  CHEMICAL DEPEN          HOR    -    03/01/2015  99/99/9999          P
-  SCANS  CANS ASSESMEN    150.00  SES    -    01/01/2015  99/99/9999          N

                                PATH: _

```

- This screen displays a list of the types of services available from a provider/facility
  - A service can be added to the list at any time **by an RPA**
- The list displays the service code and description of the service, the date the provider began offering the service and the date the provider stopped offering the service
- When entering a service, DO NOT enter a rate if one does not default in from the system
  - Entering a rate automatically ends the service at the end of the fiscal year and payments may be held up until a new detail line is added
  - Entering a rate on FSPL will cause that to be the default rate on SERP (Services Detail: Payable). If another worker needs a different rate, it would then need to be overridden and an additional level of approval will be required. However, if no rate is entered here, each worker can request the rate they need on SERP
- If there are additional services, a MORE indicator will display in the upper right corner of the screen.

## PRPH - Provider Placement History

CAFSRPH		PROVIDER PLACEMENT HISTORY				07/14/2016		8:57	
USER ID : C81285						PAGE NO: 001			
PROV NO : 0001074 001		PROV NAME: GRIFFIN FOSTER HOME							
		FACIL NAME: GRIFFIN FOSTER HOME							
PLC									
CD	CAPS ID	NAME	SEX	AGE	-LICENSE- TYPE STS	-PLACE START	DATES- END	PLC STS	ASSIGNE WORKER
F	00001369	ELLISON, ELLEN	F	13	YFH REG	05/05/14	99/99/99	AT	C74142SW
F	00001607	ELBOW, EDWARD	M	10	YFH REG	04/01/16	04/02/16	AT	C74142SW
F	00001605	CARTER, CRAIG	M	11	YFH REG	01/10/16	04/01/16	AT	C74142SW
F	00001267	COCONUT, CLARISSA	F	9	YFH REG	03/01/16	03/25/16	AT	C74142SW
F	00001364	BROWN, BUNNIE	F	14	KIN INT	05/01/14	05/15/14	AT	C74142SW
FS900001 NEW INFORMATION DISPLAYED									
								. PATH: _	

- The Provider Placement history displays all clients that a provider serves or has served in the past
  - Workers can use this screen to identify the other clients placed with the provider
- No selections or updates are performed on this screen - it is displayed for information only
- The screen will display the following:
  - Type of placement
  - CAPS ID and name of the client
  - Sex and current age of the client
  - License Type and License Status
  - Placement Start and End dates
  - Current placement status
  - Current assigned worker for the client

## PASL - Provider Active Services List

```
CAFSPASL          PROVIDER ACTIVE SERVICES LIST          06/30/2016    11:40
USER ID : C81285                                     PAGE NO:    1
PROV NO : 0001056  001          PROV NAME: HINKLE FOSTER HOME
                                FACIL NAME: HINKLE FOSTER HOME

TO SELECT, ENTER S=SELECT

SEL   CAPS      # OF      WORKER      WORKER
CD    ID        SRVCS   NAME        PHONE
-    -         -      -
-    00001541   1    COOPER, CADEN    443-8638
-    00001623   1    GOBBLER, GEOFFREY 443-8638
-    00001626   1    JESSOP, JASON     443-8638
-    00001633   1    LANGLEY, LAURA   443-8638
-    00001636   1    LANGLEY, LYNETTE  443-8638
-    00001637   1    MARKEY, MELINDA   443-8638
-    00001641   1    NIPPER, NATHAN    443-8638
-    00001645   1    PORTMAN, PETER    443-8638

FS900001 NEW INFORMATION DISPLAYED          . PATH: _
```

- This screen displays all open services on behalf of all clients related to a specific provider
- When a record is selected, SERL (Services List) will be displayed for that client